



for a living planet®

JOB DESCRIPTION

Position title: Communications Intern
Reports to: Director of Communications
Duration: January – June 2016

I. About World Wide Fund for Nature, Singapore (WWF)

WWF Singapore is a Singapore-registered charity, founded by WWF International - the global conservation organization. WWF Singapore works with corporate partners in Singapore for best practices in natural resource management engages in communications and outreach to raise awareness of critical environmental issues and collaborates with WWF offices in the region to raise funds for important conservation programmes. The WWF Singapore office also provides a hub for regional staff of WWF and supports WWF's operational functions. It works with government, business, other NGOs and the local Singapore community to spearhead efforts to build the region's expertise in planning and managing natural resources wisely.

II. Major Duties and Responsibilities:

- Help with planning and execution of the annual Earth Hour Campaign
- Logistics during the Earth Hour event
- Volunteer Management
- Support content creation for WWF-Singapore social media channels
- Assist the communications team in any other campaign work

III. Profile:

Required qualifications, skills and competencies:

- Currently pursuing Bachelor's degree in Marketing, Communications or related field
- Excellent communication skills in both written and spoken English
- Can Do attitude
- Passionate about Communications and conservation
- Experience in organising events will be an advantage
- Adheres to WWF's values, which are: *Knowledgeable, Optimistic, Determined and Engaging.*

This job description covers the main tasks. Other tasks may be assigned as necessary according to organisational needs.

Interested applicants can email their CV in English to hr@wwf.sg with the subject line Communications Intern. Deadline for applications: 30 November 2015.